



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
EXECUTIVE OFFICE OF THE MAYOR  
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE  
OFFICE OF VICTIM SERVICES**

**REQUEST FOR PROPOSALS (RFA) #VAF CHILD 07**

**VICTIM ASSISTANCE FUND**

**CHILD MODEL PROJECT**

**RELEASE DATE: SEPTEMBER 18, 2006**

**APPLICATION DEADLINE: OCTOBER 17, 2006, 12:01 PM EST**

**Contact Person: Bryan Criswell  
(202) 727-0957  
bryan.criswell@dc.gov**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

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## **I. Background / General Information**

### **a. Introduction**

The Office of the Deputy Mayor for Public Safety and Justice, Office of Victim Services (OVS), administers the District of Columbia's Victim Assistance Fund (VAF). OVS is responsible for administering victim-related funds to governmental and community-based victim service providers and supporting the coordination, development and implementation of a comprehensive system of care for crime victims within the District of Columbia.

The District of Columbia currently reports the highest rates of child victimization in the nation. In 2006, OVS awarded a planning grant to the Center for Child Protection and Family Support (CCPFS) to identify gaps in services and to come up with a plan for the development of a coordinated system-and community-based response that effectively addresses the needs of child victims. Of the critical issues identified by stakeholder groups during planning meetings convened by CCPFS, the provision of expert trauma-focused mental health care for child victims of abuse and neglect stood out as an issue of paramount importance. Stakeholders also found that there is "a need for a holistic approach to address the healthcare, mental health and social services of all child victims"...and that the "current delivery system for intervention and mental health treatment services are fragmented."<sup>1</sup>

### **b. Purpose, Goals and Objectives**

To ensure accessible, comprehensive and effective mental health services, including trauma treatment, to children victimized by abuse and neglect, OVS will award \$300,000 annually for FY 2007 and FY 2008 to a Model Project Team that:

- Creates guidelines for identifying criminal victimization of children and develops an implementation plan.
- Establishes policies that inform decision-making, risk assessments, referrals and follow-ups for child victims and develops an implementation plan.
- Addresses the need for advanced trauma-focused training such as Cognitive Behavioral Therapy (TFCBT).
- Establishes a referral list of committed, trained and reliable mental health providers who can meet the needs of child victims.
- Makes recommendations for timely and adequate reimbursement to mental health providers by private insurers, the Crime Victim Compensation Program and Medicaid.

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<sup>1</sup> Thomas, Joyce N. (July 2006). *Child Victim Model Project, Phase I-Strategic Planning Grant*, Center for Child Protection and Family Support.

**c. Eligibility Criteria/ Eligible Program Activities**

In this RFA, there is a strong emphasis on coalition-building, collaboration and concrete results. Eligibility for this RFA is dependent upon the formation of an acceptable Model Project Team and the articulation of a strategy to realize the above-mentioned goals of the project within the time frame of the 20-month award. Funding will be divided equally among the participating organizations.

The Model Project Team must include:

1. At least one but not more than two community-based mental health providers that serve child victims of abuse and neglect.
2. A child advocacy center.
3. A hospital based program that conducts forensic examinations for child victims.

Implementation of the Model Project can begin incrementally as goals are addressed. Representatives of the Child and Family Services Administration will provide oversight to the Model Project during the second year of the award to evaluate whether problems identified have been resolved.

Definitions:

**Victim.** For the purposes of this RFA, the term “victim” means a child involved in various situations that are considered crimes against persons that include, but not limited to:

- children whose parent, guardian, or custodian inflicts or fails to make reasonable efforts to prevent the infliction of physical or mental injury upon the child, including excessive corporal punishment, an act of sexual abuse, molestation, or exploitation, or an injury resulting from exposure to drug-related activity in the child’s home environment;
- children who experience physical or emotional trauma as a result of witnessing domestic violence, being forced to engage in various forms of sexually exploitative behaviors such as prostitution, pornography, and/or group sexual activities;
- children who are sexually assaulted by strangers, relatives, or acquaintances.
- children who are sexually assaulted by other children such as situations of peer sexually aggressive behaviors, date rape, and/or molestation;
- children who are witnesses to violence such as homicide or other forms of community violence.

**d. Inquiries**

To ensure fairness and consistency, all questions not addressed in this Request for Applications (RFA) must be submitted in writing. The question(s) and answer(s) will then be distributed to all parties requesting an application. Questions that can be answered by referring to sections of the application or that are specific to an applicant may be answered directly by OVS staff. Oral explanations or instructions given prior to the award of grants will not be binding.

Applicants may submit written questions regarding application instructions to:

Bryan Criswell  
Program Manager  
Office of Victim Services  
1350 Pennsylvania Ave. NW  
Suite 327  
Washington, DC 20004  
Email: bryan.criswell@dc.gov

All questions must be received by 5:00 p.m., October 2, 2006. Any applicant who has requested and received an RFA may request a copy of the written responses to all properly submitted inquiries or any resulting amendments to this RFA.

**e. Regulations**

The Office of Victim Services follows the competitive bid process for all grant funds in accordance with District regulations. All applications will be considered under the federal and District guidelines that determine allowable expenses and activities.

**f. Payment Provisions**

The District shall make payments on allowable paid invoices in accordance with the terms of the Grant Agreement, which results from the RFA. Grant funds will be awarded on a cost reimbursable basis. There are no cash advances for start-up costs or otherwise.

**g. Audits**

At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

**h. Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, shall be denied the benefits of, or be subjected to discrimination under any program or activity receiving VAF program funds.

**i. Certifications and Affidavits**

Applicants must complete and return with the application the information requested in Attachment B and C.

**j. Rights in Data**

- The grantee may not publish scientific or technical articles based on this data and/or information without prior approval and written consent of the Grant Administrator / Program Manager. OVS shall not unreasonably withhold consent of the grantee's request(s) to publish or reproduce data in professional and scientific publications.
- Except as otherwise provided by Federal law, no recipient of VAF program funds shall use or reveal any research or statistical information furnished under VAF by

any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with VAF. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding Section 1407(d) of the Victims of Crime Act.

- Client records will be kept confidential and secure in accordance with the District of Columbia and Federal regulations. In accordance with standard practice, only aggregate data will be released, and/or individual data that is non-identifiable.

**k. Reports**

In accordance with the formats to be provided by the Office of Victim Services, the grantee shall submit quarterly program narratives by the fifteenth (15th) workday of the following month. The written quarterly report will include financial information as well as a narrative report of the progress and problems in implementing the approved grant. The report shall contain information regarding:

- Status of projects.
- Barriers for completion of goals and objectives.
- Project accomplishments and/or success.
- Steps taken to evaluate the success of the project.

The grantee shall submit all other reports and materials during the term of the grant as may be required by the Office of Victim Services at the times and in the form and manner as prescribed by the Office.

**l. RFA Non-Compliance**

- In the case that the reporting, financial or programmatic conditions of the grant are not being met, the following progressive actions will be taken:  
The grantee will be notified by OVS in writing that there are concerns that the conditions of the grant are not being met. OVS will outline specific areas that must be addressed. It is then incumbent upon the grantee to provide a corrective plan with a specific timeframe for addressing the areas of concern that is acceptable to OVS.
- In the case that the grantee's corrective plan is not immediately activated and the deficiencies are not remedied, OVS will perform an on-site audit and make specific recommendations that address compliance within the given time frame.
- If the grantee does not satisfy these required conditions by the end of the allocated time frame, the funding by OVS will be terminated.

**m. Monitoring**

The Program Manager or a designee will attend Model Project Team meetings and monitor the approved goals and objectives pursuant to this grant and the administration and management systems used by the Model Project Team. Failure to be in compliance

with requirements may result in payment suspension, payment reduction, or termination of grant.

**n. Termination for Convenience**

The awarding agency may terminate any project, in whole or in part, when a recipient materially fails to comply with the terms and conditions of an award, which includes the unauthorized use of payment access codes by someone other than the grantee of record, or when the recipient and the awarding agency agree to do so. In the event that a project is terminated, the awarding agency will:

- Notify the recipient in writing of its decision;
- Specify the reason;
- Afford the grantee a reasonable time to terminate project operations; and
- Request the recipient seek support from other sources.

A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

**o. Sanctions**

If a grantee materially fails to comply with the terms and conditions of an award, including civil rights requirements, whether stated in a Federal statute, regulation, assurance, application, or notice of award, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the grantee.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the current award.
- Withhold further awards for the project or program.
- Take other remedies that may be legally available.

**II. Availability of Funds and Award Limits**

The funding period is January 1, 2007 through September 30, 2008. All grant expenditures must occur within this time frame. Any extensions of this period of funding must be negotiated on an individual basis and should not be assumed. The Office of Victim Services reserves the right to negotiate alternative funding dates if needed.

A total of \$300,000 will be awarded annually during FY 2007 and FY 2008. The Government of the District of Columbia, Executive Office of the Mayor, Office of the Deputy Mayor for Public Safety and Justice, Office of Victim Services reserves the right to, without prior notice, reduce or cancel one or more programs listed in the RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. If awarded, funding levels in the respective program areas and budget amount in the grant, grant agreement, or Memorandum of Understanding are contingent on the continued federal or District funding, grantee performance, and/ or reduction, elimination, or

reallocation of federal funds by the US Congress and/or the US Department of Justice, and in accordance with applicable sections within the grant award and/or agreement.

### **III. Restrictions in the Use of Funds**

#### **Use of Funds**

The following list of activities and costs are restricted as described below:

1. **Non-supplanting:** VAF funds must not be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose.
2. **Travel:** Grantees cannot exceed travel, meals and lodging rates established by US General Services Administration.
3. **Construction:** Use of VAF funds for acquisition, expansion, remodeling, and alteration of existing buildings and initial equipment of any such buildings or any combination of such activities require the prior written approval of the Office of Victim Services.
4. **Lobbying:** No grant funds shall be used to pay for any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device, intended to influence a member of Congress or any other Federal, State, or local elected official to favor or oppose any Acts, bills, resolutions, or similar legislation, or any similar initiative, constitutional amendment, or any similar procedures by the Congress, any State legislature, any local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to Federal, State, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.
5. **Personal Services** contracts cannot exceed approved Federal rates without prior approval of the Office of Victim Services.

### **IV. Performance Measurement and Reporting**

#### **Performance Measurement**

##### Goals and Objectives

Program goals and objectives provide organizational direction as well as a basis for evaluating progress. The applicant must develop a set of goals, objectives and activities that clearly illustrate how and when the identified problems and needs will be addressed.



The application needs to include project objectives that cover the entire grant period. Objectives must describe a **specific measurable outcome**, by which the goal is implemented.

Activities are the specific steps, which are used to meet the objectives. They need to indicate who is responsible for achieving the objective. The applicant does not need to list all the activities that are involved in carrying out objectives, but it is recommended that the applicant list those activities that will help the applicant evaluate the resources needed to accomplish the objectives.

Please include time frames for the accomplishment of objectives.

## Reporting

All grantees are required to submit quarterly programmatic reports and financial requests for reimbursement. The programmatic reports indicate the status of the goals, performance measures as well as any successes or challenges encountered during the report period. The financial reports indicate the status of program spending by category and are submitted along with all receipts, paid invoices or other documentation of expenditures. Reports are due on the following dates.

October –December	January 15
January-March	April 15
April-June	July 15
July-September	October 15

The Program Manager may also monitor the progress of the program through regular phone calls, correspondence and/or site visits.

## V. Application Review Criteria

When the application is received, OVS staff will ensure that all required materials have been included and placed in the proper order. **No late or additional submissions of information will be accepted.** Applications that are not complete will be considered non-responsive. After applications are checked for completion, they will be reviewed and scored to determine which projects will be funded. These decisions are based on individual scoring of applications and take into consideration the following criteria:

- Eligibility of costs and project activities contained in the application based on the specific grant requirements.
- Past performance of the applicant.
- Overall priorities of the District.
- Amount of funds available to meet the requests.
- Known community need.

Proposals will be objectively reviewed against the following criteria:

#### Criterion 1: Program Overview (60)

- Clearly identified coalition-building strategy (20)
  - Comprehensive articulation of team strategy to achieve project goals.
  - Demonstrated collaborative commitment and clearly stated roles and responsibilities for each project partner.
- Goals and Objectives (20)
  - Measurable goals with quantifiable outcomes specific to project.
  - Clearly outline the activities of the project.
- Timeline of Project (20)
  - Clear and reasonable timeline for the project.
  - Comprehensive understanding of project activities.

#### Criterion 2: Management Overview / Fiscal Management (20)

- Organizational structure that ensures project success.
- Clearly defined roles and job descriptions for the project.
- Demonstrated organizational record of providing effective victim services.
- Description of organizational experience relevant to the implementation of the project.
- Accurate and defined budget for project.

#### Criterion 3: Evaluation (20)

- Evaluation plan addresses program's goals and objectives and uses a clear methodology, data, and instruments.

From this review and rating process, specific allocations will be determined. All decisions made by the OVS staff are final and binding. *Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.*

## VI. Application Deadline

The original application properly executed by the Authorized Official and 5 copies (a total of 6) must be submitted to the Office of Victim Services **no later than 12:01 p.m. on October 17, 2006**. Applications received by **facsimile will NOT be accepted**. Please be advised that it is the applicant's responsibility to see that the application is physically received by the Office of Victim Services by the deadline. Any proposal received after the specified time will be considered INELIGIBLE and will NOT be reviewed for funding.

Mail or hand-deliver applications to:

**Bryan Criswell  
Program Manager  
Office of Victim Services  
1350 Pennsylvania Ave. NW  
Suite 327  
Washington, DC 20004**

## **LATE APPLICATIONS WILL NOT BE ACCEPTED**

### Notification of Award

The Office of Victim Services will notify all applicants of the final award decisions within 10 working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, any unallowable costs that the application contains that must be adjusted, any reduction in funding from the initial request, and an outline of steps the applicant must complete to establish the actual award. No grant activities should begin until the actual grant award has been issued. All applicants will be notified of the status of their application within this time frame.

## **VII. Proposal Instructions**

Applicants are required to follow the format below and each proposal must contain the following information. Any missing items or format deviations may render the proposal non-responsive. Pages in excess of the maximum allowed will be deleted from the proposal:

1. Applicant Profile - Attachment A (**Not counted in page total**)
2. Table of Contents (**Not counted in page total**)
3. Proposal Summary (**Not to exceed 5 pages**)
4. Program Goals and Objectives (**Not to exceed 5 pages**)
5. Project Description (**Not to exceed 10 pages**)
6. Evaluation Plan (**Not to exceed 3 pages**)
7. Organization, Experience & Qualifications (**Not to exceed 2 pages**)
8. Certifications and Assurances – Attachments B & C (**Not counted in page total**)
9. Budget Justification Worksheet - Attachment D (**Not counted in page total**)
10. Spending Plan – Attachment E (**Not counted in page total**)
11. Working Plan – Attachment F (**Not counted in page total**)
12. Staffing Plan – Attachment G (**Not counted in page total**)
13. Proposal Receipt – Attachment H (**Not counted in page total**)

The maximum number of pages for the total proposal cannot exceed twenty-five (25) double-spaced pages on 8 ½ by 11 inch paper. Applicants should feel free to submit fewer pages than recommended for any section. Margins must be not less than one inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered and double-spaced.

### Description of Proposal Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### Applicant Profile (see attachment A)

Each applicant must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested.

#### Table of Contents

The Table of Contents should list major sections of the proposal with quick reference page indexing.

#### Proposal Summary

This section of the application should be brief and serve as the cornerstone of the proposal. The proposal summary must highlight the major aspects of the objectives that are discussed in depth in other sections of the proposal.

#### Program Goals and Objectives

This section of the application must contain measurable objectives with quantifiable outcomes for achieving the specific goals and services of the project(s). In addition to the goals and objectives narrative, please succinctly list main goals and objectives as bullet points with numbers associated with each goal.

#### Project Description

The section of the application must contain the description of activities that justifies and describes the program to be implemented.

#### Evaluation Plan

Applicants must submit an evaluation plan that describes the criteria to be used to measure project effectiveness and must address both short-term and long-term goals must be included in the application. The evaluation plan must also indicate how it relates to the goals/objectives and involve the Child and Family Services Administration.

#### Organization, Experience, and Qualifications of Applicant

This section must describe the capability of the prospective grantee to fulfill the requirements of the scope of services and other essential information concerning the prospective grantee as follows:

- Information and evidence regarding the qualifications, experience, expertise, and capability of the prospective grantee to address the needs of the selected target population and to provide the proposed services.
- Past and present specific experience in successfully operating a program similar to that required in this RFA.
- Documentation that key management and program staff meet District license and/or certification requirements (if appropriate).
- Proof of current registration and status of non-profit organization.

#### Certification and Assurances (see attachments B and C)

Application must provide the information requested in Attachments B and C and return them with the application.

#### Budget Justification Worksheet (see attachment D)

The budget for this proposal must contain detailed, itemized cost information for the necessary budget categories described below. The detailed budget narrative must contain a justification for each category listed in the budget and should clearly state how the applicant arrived at the budget figures.

*Personnel and Fringe Benefits.* Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share, and applicant share).

*Travel.* Estimates including but not limited to staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, and employee reimbursement should be included in this section.

*Consultants/ Contracts.* An estimate and description of consultants and/or contracts benefiting the project's goals and objectives should be listed in this section. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place.

*Supplies.* Paper, stationery, pens, computer diskettes, publications, subscriptions and postage and related supplies costs should be estimated in this section.

*Equipment.* Equipment costs are not permissible for the Child Model Project.

*Operating Costs.* Operating Expenses costs are not permissible for the Child Model Project.

*Training.* Costs for Training should include an estimate of all training workshops/ seminars/ conferences that the applicant will attend or organize that benefit the project's goals and objectives and are only permissible if training is related to Cognitive Behavioral Therapy (TFCBT).

#### Project Timeline (see attachment E)

This section must include specific staff, activities and due dates to ensure the successful completion of the project.

#### Staffing Plan (see attachment F)

- Proposed staffing patterns should reflect the number and type of personnel required for the completion of the project, and the percentage of time that each will devote to the project shall be depicted.
- The applicant shall describe in the application how it will keep accurate personnel records for each employee, including name, address, social security number, a resume of education, training, previous employment, letter of employment and salary. When hiring staff, written work experience and personal references must be obtained and documented.
- The applicant must provide evidence that all involved personnel properly trained. Accordingly, the applicant shall include in the application, at a minimum, a staffing pattern and associated job descriptions and qualifications of the staff. Job descriptions must be specific to the position to be funded. Submissions of generic job descriptions for similar type positions are not acceptable. The job description must also specify requirements relative to accountability and supervision and must be included in the application submission.

#### Proposal Receipt (see attachment G)

This section must be completed prior to the submission of this RFA.

### Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

1. Audited financial statement or evidence of financial stability
2. Indication of nonprofit corporation status
3. Roster of Board of Directors
4. Proposed organizational chart for the project
5. Staff resumes
6. Position/Job descriptions

## VIII. Checklist of Application Requirements

The following information constitutes a complete application that must be submitted before the deadline:

- \_\_\_\_ 1. One original application properly executed by the Authorized Official and 5 copies submitted before the deadline.
- \_\_\_\_ 2. Application cover page **with original signatures** (Attachment A: Application Profile)
- \_\_\_\_ 3. Certifications and Assurances **with original signatures** (Attachment B and C)
- \_\_\_\_ 4. Budget Justification Worksheet (Attachment D)
- \_\_\_\_ 5. Project Timeline (Attachment E)
- \_\_\_\_ 6. Staffing Plan (Attachment F)
- \_\_\_\_ 7. Proposal Receipts (Attachment G)
- \_\_\_\_ 8. Other requirements:
  - Staff resumes
  - Job descriptions
  - Audited Financial Statement
  - Roster of Board of Directors (*Non-profit organizations only*)
  - 501 (c)(3) Status Form (*Non-profit organizations who are the implementing agency*)

**ATTACHMENT A  
APPLICATION PROFILE**

<b>District of Columbia Government</b> <i>Office of Victim Services</i>	<i>OVS use only:</i> <i>Date Received</i> _____
<b>Victim Assistance Fund (VAF) GRANT APPLICATION</b>	
<b>Grant Name:</b>	
<b>Fiscal Year of Funding:</b>	<b>Type of Submission:</b> <b>New</b> <b>Revision</b>
<b>Project Title:</b>	
<b>Implementing Agency:</b>	
<b>Duration (Begin/End Dates):</b>	
<b>PROJECT COST: District Funding Requested: \$</b>	
<b>Agency Contribution:</b>	\$
<b>Total Project Budget:</b>	\$
<b>AUTHORIZATION OFFICIAL: Name:</b> Title: Telephone: Fax:	
<b>PROJECT DIRECTOR:</b>  Name:  Title:  Address:  Telephone:  Fax: Email:	<b>FINANCIAL OFFICER:</b>  Name:  Title:  Address:  Telephone:  Fax: Email:
<i>Application is made for a grant under the above mentioned VAF Program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services.</i>  <i>I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services.</i>	
_____ <b>Signature of Authorized Official</b>	_____ <b>Date</b>



## ATTACHMENT B

### GOVERNMENT OF THE DISTRICT OF COLUMBIA

#### Office of the Deputy Mayor for Public Safety and Justice



#### **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

#### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities (attached)," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

**As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—**

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.**
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

**As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—**

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
  - (b) Establishing an on-going drug-free awareness program to inform employees about—**
    - (1) The dangers of drug abuse in the workplace;**

**(2) The applicant's policy of maintaining a drug-free workplace;**

**(3) Any available drug counseling, rehabilitation, and employee assistance programs; and**

**(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**

**(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**

**(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**

**(1) Abide by the terms of the statement; and**

**(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**

**(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Justice Grants Administration/ Office of Victim Services, 1350 Pennsylvania NW, Suite 327, Washington, DC 20004. Notice shall include the identification number(s) of each effected grant;**

**(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**

**(1) Taking appropriate personnel action against such an employee, up to and incising , consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**

**(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**

**(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**

**B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**

**Drug-Free Workplace (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**Justice Grants Administration / Office of Victim Services, 1350 Pennsylvania NW, Suite 327, Washington, DC 20004.**

**~~As the duly authorized representative of the applications,~~  
I hereby certify that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

\_\_\_\_\_  
**2. Application Number and/or Project Name**

\_\_\_\_\_  
**3. Grantee IRS/Vendor Number**

\_\_\_\_\_  
**4. Typed Name and Title of Authorized Representative**

\_\_\_\_\_  
**5. Signature**

\_\_\_\_\_  
**6. Date**

## **ATTACHMENT C**

### **ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application assures and certifies that:**

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It possesses the institutional, managerial, and financial capability (including funds sufficient to pay any required non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.**
- 3. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §4601 et seq.) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 4. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. §§1501-08 and §§7324-28).**
- 5. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 6. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 7. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**

8. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
9. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will comply, and assure the compliance of all its subgrantees and contractors, with the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.
13. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services; Part 38, Equal Treatment for Faith-Based Organizations; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63,

**Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.**

- 14. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC §3789(d); the Victims of Crime Act, 42 USC §10604(e) ; the Juvenile Justice and Delinquency Prevention Act of 2002[U.S.C. §5672 (b)]; the Civil Rights Act of 1964, 42 USC §2000d; the Rehabilitation Act of 1973, 29 USC §794; the Americans with Disabilities Act (ADA) of 1990, 42 USC §12131-34; the Education Amendments of 1972, 20 USC §1681; 1683; 1685-86 the Age Discrimination Act of 1975, 42 USC §6101-07. See Executive Order 13279 (equal protection of the laws for faith-based and community organizations). Also, see attached description page.**
- 15. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, DC 20531 or by fax at 202-616-9865.**
- 16. It will provide an Equal Employment Opportunity (EEO) Program if required to maintain one (see table below). Non-profit organizations are exempt from this requirement regardless of the amount of funding or number of employees, however a Certification Form (attached) must be completed. EEO Programs and Forms must be forwarded to the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, DC 20531 or by fax at 202-616-9865.**

ENTITY TYPE	NUMBER OF EMPLOYEES	DOLLAR AMOUNT	SUBMIT EEOP TO OCR	PREPARATION AND/OR CERT. REQUIRED	ASSURANCE REQUIRED	SEND FINDINGS
Educational, Medical, Non-profit, or Indian Tribe	Does not matter	Does not matter	No	No	Yes	Yes
State or Local Govts. & For-Profit Orgs.	Does not matter	Less than \$25,000	No	No	Yes	Yes
State or Local Govts. & For-Profit Orgs.	Less than 50	Does not matter	No	Yes. Certifying less than 50 employees	Yes	Yes
State or Local Govts. & For-Profit Orgs.	50 or more	More than \$25,000 & less than \$500,000	No	Yes. Prepare and Certify EEOP is on file for review	Yes	Yes
State or Local Govts. & For-Profit Orgs.	50 or more	More than \$500,000 for one grant <u>OR</u> an aggregate of \$1,000,000 or more in 18 months	Yes	No	Yes	Yes

- 17. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

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**Signature**

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**Date**



## ATTACHMENT D

### BUDGET JUSTIFICATION WORKSHEET

**PURPOSE:** The Budget Justification Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information including the budget narrative must be provided. Any category of expense not applicable to your budget may be deleted.

**A. PERSONNEL:** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

**B. FRINGE BENEFITS:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

**C. TRAVEL:** Please provide the purpose of the travel, destination and cost for each trip planned under the grant. Describe in the budget narrative how the planned travel meets the goals and objectives provided in the applicant's statement of work.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

**D. CONSULTANTS/CONTRACTS:** Provide a description of the project or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.00.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

**E. SUPPLIES:** Please list all supplies that will be purchase under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicants proposed goals and objectives.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

**F. TRAINING:** Training costs are only permissible if training is related to Cognitive Behavioral Therapy (TFCBT). Include an estimate of all training workshops/ seminars/ conferences that the applicant will attend or organize benefiting the project's goals and objectives. Please list any training conferences that the applicant will provide or attend under the grant as described in the statement of work (if applicable), including a detailed explanation of the specific expenses associated with providing the training.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

## ATTACHMENT E

### Project Timeline

PROJECT ACTIVITY	RESPONSIBLE STAFF	DUE DATE
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**ATTACHMENT F**  
**STAFFING PLAN**

**Date Submitted:** \_\_\_\_\_

<b>NAME</b>	<b>POSITION TITLE</b>	<b>FILLED/ VACANT</b>	<b>ANNUAL SALARY</b>	<b>% OF EFFORT</b>	<b>START DATE</b>

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

## ATTACHMENT G

### Proposal Receipt for RFA# VAF CHIILD 07

**OFFICE OF VICTIM SERVICES  
1350 PENNSYLVANIA AVENUE, NW SUITE 327  
WASHINGTON, DC 20004**

OFFICE OF VICTIM SERVICES IS IN RECEIPT OF AN  
APPLICATION FOR THE **VICTIM ASSISTANCE FUND** FROM THE FOLLOWING  
ORGANIZATION: **(Must be typed and two forms completed and submitted)**

---

Contact Name

---

Organization Name

---

Address, City, State, Zip Code

---

Phone & Fax

---

Email Address

---

Program Title

#### **OVS Use Only:**

Please Indicate Time:

Received on this date: \_\_\_\_\_ By: \_\_\_\_\_